Change the default font style for new messages that you compose

1. Click the **File** tab.
2. Click **Options**.
3. Click **Mail**.
4. Under **Compose messages**, click **Stationery and Fonts**.
5. On the **Personal Stationery** tab, under **New mail messages**, click **Font**.
6. On the **Font** tab, under **Font**, click the font that you want to use for all new messages.
7. If you want, select a font style and size.
8. Click **OK** on the **Font**, the **Signatures and Stationery**, and the **Outlook Options** dialog boxes.

When you create a message, the new settings take effect.

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Change the default font style for messages that you reply to or forward

1. Click the **File** tab.
2. Click **Options**.
3. Click **Mail**.
4. Under **Compose messages**, click **Stationery and Fonts**.
5. On the **Personal Stationery** tab, under **Replying or forwarding messages**, click **Font**.
6. On the **Font** tab, change the font options to what you want to use for future messages.
7. Click **OK** on the **Font**, the **Signatures and Stationery**, and the **Outlook Options** dialog boxes.

When you reply to or forward a message, the new settings take effect.